



ICHAS

Section 2 (b) – Terms of Reference for Advisory Structures

Subject:	Terms of Reference for the Admissions Committee		
Date Approved by Academic Council:			July 2021
Policy Version	1/2021	Date due for Revision	July 2024

PURPOSE (including Scope of Functioning/ Key Responsibilities and Accountabilities) The Admissions Committee monitors and ensures compliance with best practice in Admission processes and it reports directly to the Vice President (Academic Affairs).

MEMBERSHIP

Membership of the Admissions Committee comprises the following:

- Registrar
- Programme Co-ordinators
- Programme Directors

The Chair may invite such other personnel as deemed necessary to contribute to the work of the Committee from time to time with the agreement of the Vice President (Academic Affairs).

ROLE AND RESPONSIBILITIES

The key role of the committee is to oversee admission standards and procedures with specific responsibility of managerial processes associated with admissions. Specifically, the committee has responsibility for;

- Monitoring, review and development of selection systems including those based on prior learning, transfer and advanced entry policies.
- Oversight of admissions procedures.
- Evaluation and review of entry requirements as per the agreed Validation documentation.
- Production of statistical data on admission trends are compiled as a core QA mechanism.

Role of the Chair of the Admissions Committee

The Chair convenes and manages meetings, providing documentation and reports as necessary to members for the proper functioning of the Committee. The Chair also arranges that the Admissions Committee will issue reports to Academic Council.

Role & Expectations of Members of the Admissions Committee

Committee members are expected to prepare for each meeting: read relevant reports and documentation in advance, and make every reasonable effort to attend each meeting.

Operating Procedures

The Chair of the Committee convenes meetings with adequate notice.

- At the commencement of the meeting, the Chair outlines the procedures of the meeting.
- Meetings are held in a timely and efficient manner.
- Minutes are recorded and available to appropriate internal Committees and if necessary, to the Academic Awarding Body.

Meetings of the Admissions Committee

Frequency of Meetings: The Committee meets at least bi-annually to plan for anticipated admission and review admission policies post-intake.

Quorum: The quorum for a meeting is 50 % of the membership, plus one. Where a quorum is not possible, the meeting may be adjourned until a time determined by the Chairperson.

Powers of Decision Making: The Committee is not a decision-making body. It monitors practice, patterns and trends of admission and makes recommendations based on its monitoring function to Academic Council.

Reporting Relationships: The Admissions Committee reports to Academic Council through the Vice President (Academic Affairs).